

EAP Small Grant Project Application

US Embassy ESTH Officer(s) Where Activities Are Taking Place: Insert name(s)

Applicant(s): *Insert name*

Proposed Project Title: *Insert title*

Proposed Project Location(s)/Participants: *Insert country/countries that will benefit from project and any organizational partnerships*

Dates of Proposed Activities: *mm/dd/year to mm/dd/year*

Executive Summary:

In the summary include a synopsis of the proposed project area of focus (e.g. climate, health, etc) and proposed project goals. How will this project meet the goals outlined?

1. Grant Description

1A. Background & Purpose:

Provide a short background on the project proposal and the issue(s) the project will address. Include what the project will accomplish. Include information on key personnel who have appropriate background in the subject area.

1B. Program Goals to be met:

Describe the goals of the proposed program/activities.

Also describe the developing-country purpose/benefit – the available funds for this program are Economic Support funds (ESF), and per appropriations requirements use of funds must accrue benefits to developing countries.

1C. Main Activities to be performed

Describe the activities that will take place to meet the goals.

Identify the population and country or countries to be benefited (whether this is an in-country activity for nationals only, or a regional event supporting the participation of participants from multiple countries, for example).

1D. Expected Results to be met and Performance Indicators:

State the expected results of the program. Please provide a detailed response to show how the results and goals will be met through the activities in this program. The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and timebound. Establish, where possible, performance baseline data and expected performance targets for each expected result, and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure.

2. Budget:

2A: Cost share:

Does this Grant have a cost share element? If so, describe. Cost share can include time for services, supplies, donations from other organizations towards the same project, etc.

Note: a cost share element is preferred, but not required.

2B: Complete the budget template (please include brief justification for each line item):

Summary BUDGET

		Requested Federal Funds (USD \$ only)
A	Personnel	0.00
B	Fringe Benefits	0.00
C	Travel	0.00
D	Equipment	0.00
E	Supplies	0.00
F	Contractual	0.00
G	Construction	0.00
H	Other Direct Costs	0.00
I	Total Direct charges	0.00
J	Total Indirect costs	0.00
K	Total Project Cost	0.00
L	Cost Share (if applicable)	0.00